



Learner Instructions For Online Training

**Tennessee
Division of Mental Retardation**

Welcome to the East TN Regional Office!

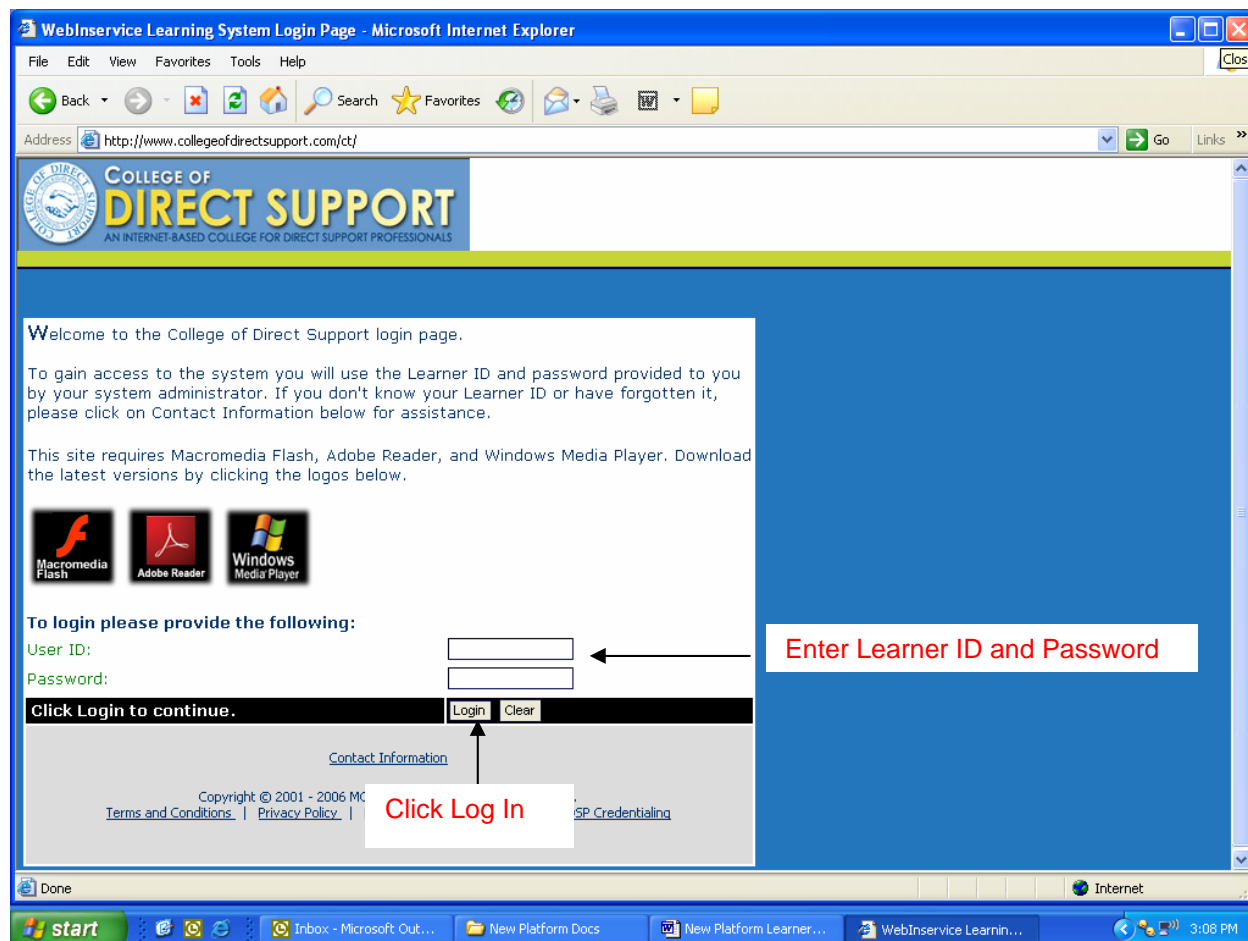
You will be able to complete much of your training online. To begin, go to this website address: www.collegeofdirectsupport.com/tn/

- ✓ To log in you will need a Learner ID and password.
- ✓ Your Learner ID is the first initial of your first name; last name and last 4 digits of your social security number. (Note: Do Not use spaces in your Learner ID or Password):

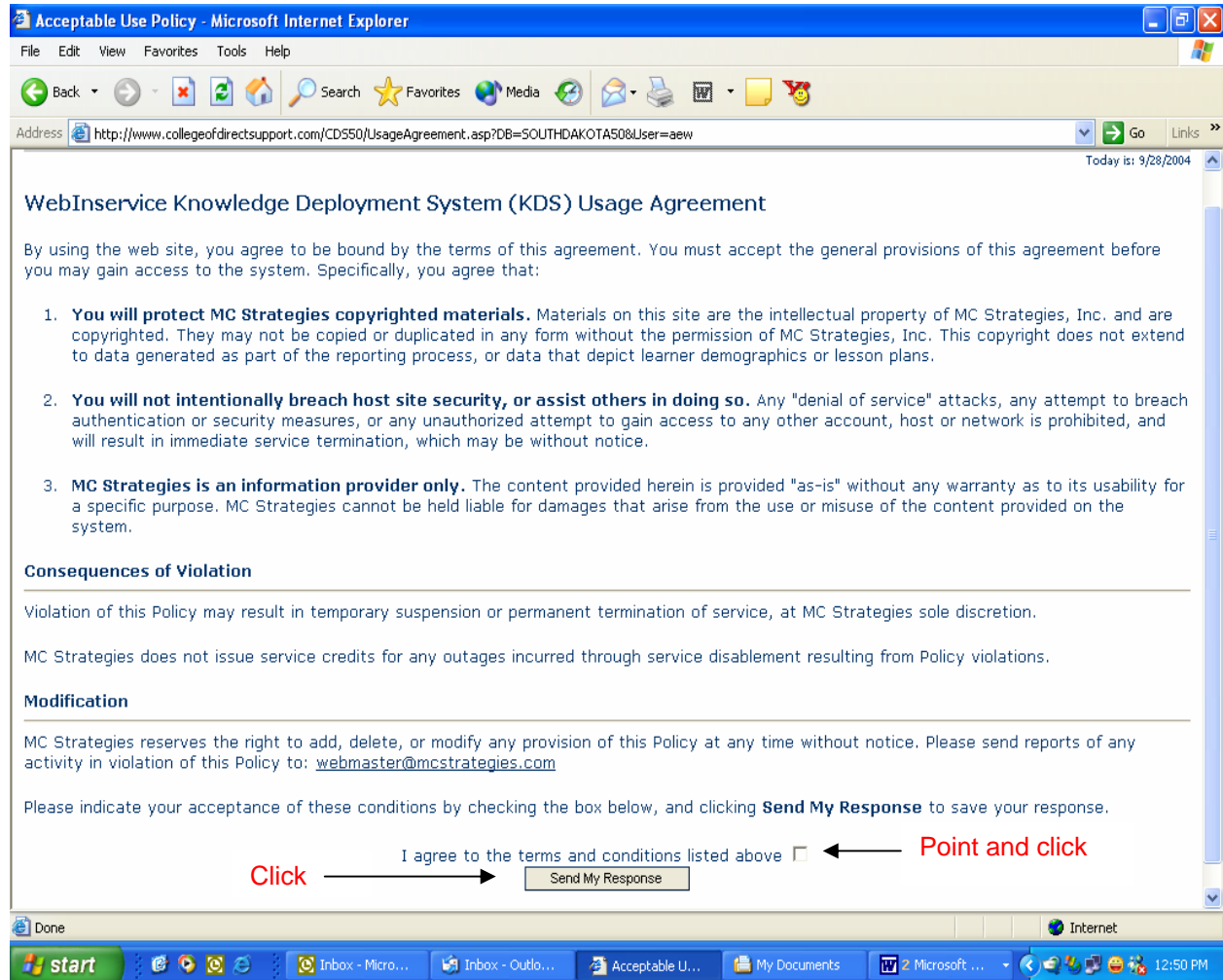
Example: John Doe would be **jdoue1111**

The password is **hello**.

- ✓ Please enter your Learner ID and password
- ✓ Then point and click on the Log In Button. This will take you to the WebInservice Learning System Usage Agreement Page.



- ✓ The first time you login you will see the WebInservice Usage Agreement
- ✓ This page requires you to accept the copyright, security, violation policies of the website. Once you agree, Point and check the agree box and point and click the “Send My Response” button. This will take you to your CDS Personal Page.



- ✓ On your CDS Personal Page, click on “My E-learning Lessons” to move directly to your assigned lesson plan.

The screenshot displays the 'College of Direct Support' website interface for a System Administrator. The header includes the college's logo and name. Below the header is a navigation bar with tabs: Home, E-learning, Classes & Events, Surveyor, Reports, Tools, Administration, and Logout. The main content area is titled 'Personal Page for: System Administrator'. It features a 'Manage' section with links to 'My E-learning Lessons', 'My Classes & Events', and 'My Surveys', each with a 'View' button. An arrow points to the 'View' button for 'My E-learning Lessons', which shows '5 lessons due'. Below this is a 'Quick Links' section with links to 'My Transcript - All Training', 'Self Enroll - Classes & Events', 'Self Enroll - E-learning', 'Information & Announcements', and 'Change My Password', each with a 'View' button. On the right side, there is a sidebar with links: 'About CDS', 'What is a DSP?', 'Code of Ethics', 'Skill Standards', 'Help & Support', 'Advisory Board', and 'News & Updates'. The footer contains copyright information: 'Copyright © 2001 - 2006 MC Strategies, Inc. All rights reserved.' and links to 'Terms and Conditions', 'Privacy Policy', 'Registered User Agreement', and 'NADSP Credentialing'.

System Administrator - Connecticut Department of Mental Retardation

Home E-learning Classes & Events Surveyor Reports Tools Administration Logout

webinservice
Personal Page for: System Administrator

Manage

My E-learning Lessons [View](#) 5 lessons due

My Classes & Events [View](#) 0 event scheduled in the next 15 days

My Surveys [View](#)

Quick Links

My Transcript - All Training [View](#)

Self Enroll - Classes & Events [View](#)

Self Enroll - E-learning [View](#)

Information & Announcements [View](#)

Change My Password [View](#)

About CDS

What is a DSP?

Code of Ethics

Skill Standards

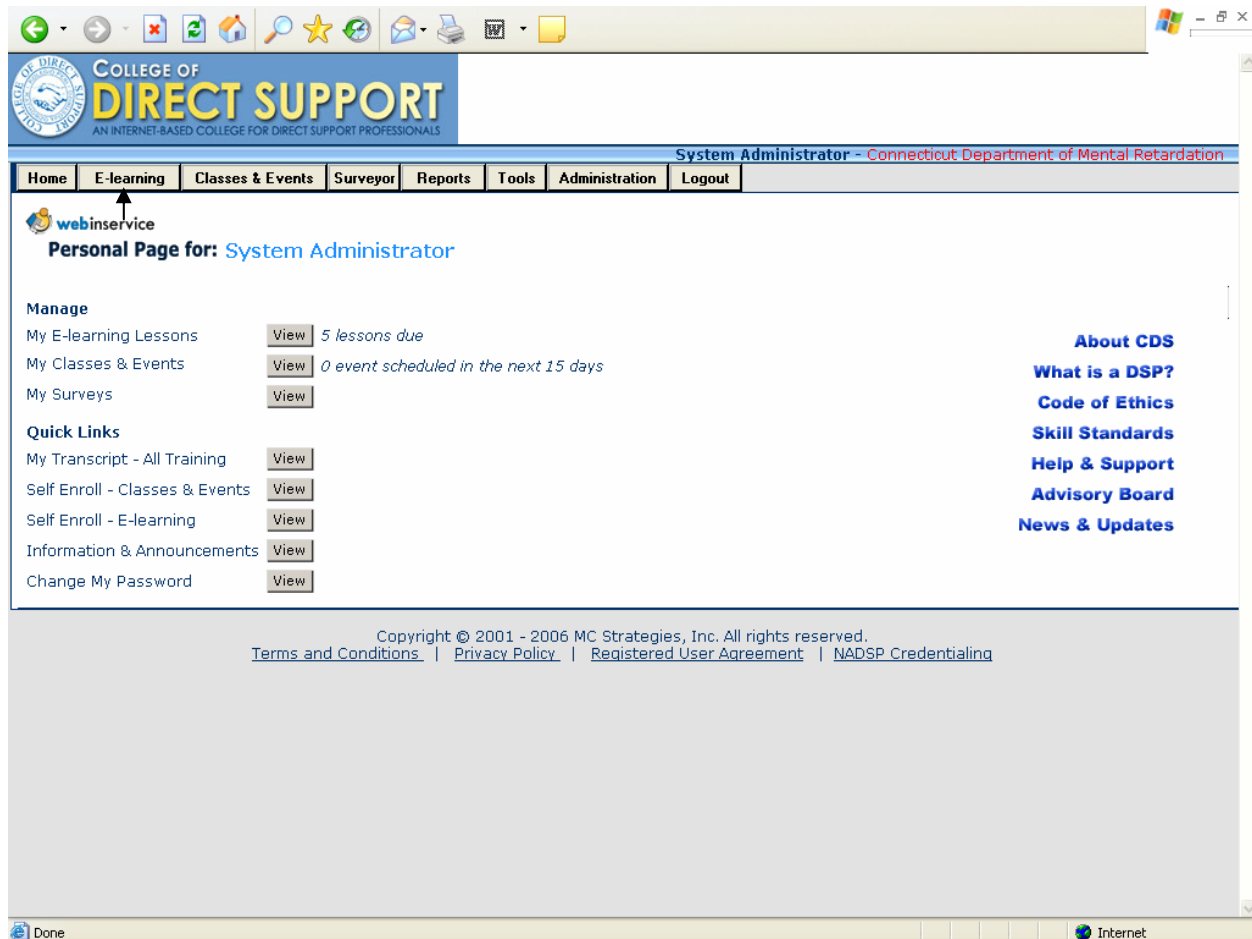
Help & Support

Advisory Board

News & Updates

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- ✓ You can also click 'E-Learning' to view your lessons



- ✓ Select a tab to view your transcript and lessons

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AN INTERNET-BASED COLLEGE FOR DIRECT SUPPORT PROFESSIONALS

System Administrator - Connecticut Department of Mental Retardation

Home | E-learning | Classes & Events | Surveyor | Reports | Tools | Administration | Logout

My E-learning Lessons - System Administrator

Lesson Name (click to begin)	Test	Eval	Due	Status	Started	Completed	Pretest Score Date	Score Date
Community Inclusion: Introduction			07-02-2007	X				
Community Inclusion: The DSP Role in Community Inclusion	Test		07-02-2007	X	04-03-2007			
Community Inclusion: Matching Community Resources with Individual Interests	Test		07-02-2007	X	04-03-2007			
Community Inclusion: Community Bridge Building and Networking	Test		07-02-2007	X	04-03-2007			
Community Inclusion: Natural Supports	PreTest		07-02-2007	X				

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- ✓ Click on any lesson name to go through a lesson
- ✓ You can click any test button to take a Test or PreTest
- ✓ Check the status of your learning
- ✓ You can sort any column that has an underline title

- ✓ The Reports button is where you find completion certificates for printing.
- ✓ Click the E-learning credits option under Reports

WebInservice KDS - Microsoft Internet Explorer

Address: http://app20.webinservice.com/KD550a/content/learning/Reports/LessonCEU_CPE.asp

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System Administrator - Admin

Home | E-learning | Classes & Events | Surveyor | Reports | Tools | Administration | Logout

E-learning Credits Earned - System Administrator

The listing below contains e-learning lessons you have completed that are approved for credits through one or more providers. To the right of each lesson are links that display the name of the provider offering credits, and the number of credits/hours available. Each provider has their own procedures for acquiring credits, so be sure to check with your specific provider to ensure you are following their procedure.

Show Hours for:

Lesson	Hours
Introduction to Developmental Disabilities: A Brief History of Developmental Disability	CDS
Introduction to Developmental Disabilities: Introduction	CDS
Maltreatment of Vulnerable Adults and Children: Introduction	CDS

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Click 'CDS' to view or print your completion certificate

- ✓ This will move you to the first slide of the selected lesson. Navigate through the lesson at your own pace by using the "Previous Page," and "Next Page" buttons.

Community Inclusion

Lesson 1: The DSP Role in Community Connections

This lesson helps learners understand outreach to the community and community building as central part to the DSP role. The importance of image management (e.g., appearance, communication styles) both for the DSP and people being supported is explored as well as the responsibility to be prepared to educate and elevate the awareness of others regarding people with disabilities. Discussion and examples of how these skills apply in a variety of settings (school, home, work, etc.) are included.

These Buttons Move Through the Educational Screens

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Lesson Reviews will appear in most lessons.

WebInservice KDS - Community Inclusion: The DSP Role in Community Inclusion - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address <http://www.collegeofdirectsupport.com/CDS50/content/learning/MainLearn.asp?block=Sertoma-CI018ie=False> Go Links

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Annotation Global Ann Change Mgr. Personal Page Journal Lesson Intro Last Page Next Page Take Test

Page 29 of 31

Course 7: Community Inclusion **Lesson 1: The DSP Role in Community Inclusion** Netscape Users Click Here

Lesson Review:

- Community inclusion includes at least six components: Presence, Choice, Competence, Respect, Participation, and Belonging.
- Integration is part of inclusion, but it is not the whole picture.
- Inclusion benefits both individual people as well as communities.
- A person with a variety of social roles is more likely to have a full and meaningful life.
- In order to achieve community inclusion, DSPs will have to learn new skills and take on new roles.

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In the upper right hand side of your screen you will see the number of screens in the lesson, and the screen that you are on (e.g. 23 of 33). If you need to leave in the middle of a lesson click on the “Personal Page” button.

WebInservice KDS - Community Inclusion: The DSP Role in Community Inclusion - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <http://www.collegeofdirectsupport.com/CD550/content/learning/MainLearn.asp?block=Sertoma-CI01&ie=False> Go Links

COLLEGE OF DIRECT SUPPORT
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Annotation Global Advn Change Mgr. **Personal Page** Journal Lesson Intro Last Page Next Page Take Test

Page 23 of 31

Course 7: Community Inclusion Lesson 1: The DSP Role in Community Inclusion Netscape Users Click Here

Roles of a DSP in Supporting Inclusion

The new focus on skills training includes:

- Starting from strengths, interests, and a vision of a desirable future and moving to selecting the most important skills to learn to achieve these dreams.
- Skill training needs to be incorporated into real life events, and not be done as a prerequisite to real life events.
- Finding places where people can fit in as they are and where other community members take a direct role in teaching and supporting skill development.
- Competence comes from trying and sometimes failing and trying again. Provide enough support so that the person has a chance to make mistakes and learn from a discussion about the how, why and when of the experience.
- Everyone can benefit from real opportunities to communicate and make choices.

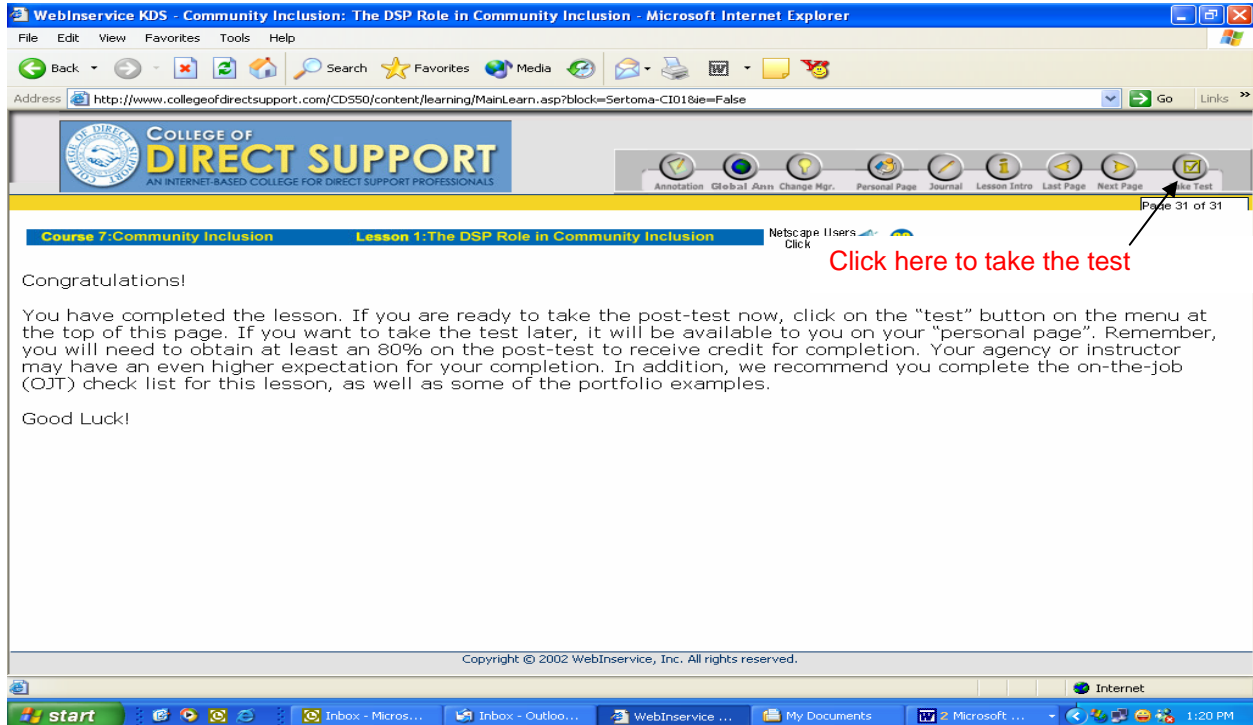
Click here to exit incomplete lesson.

Number of screens within a lesson

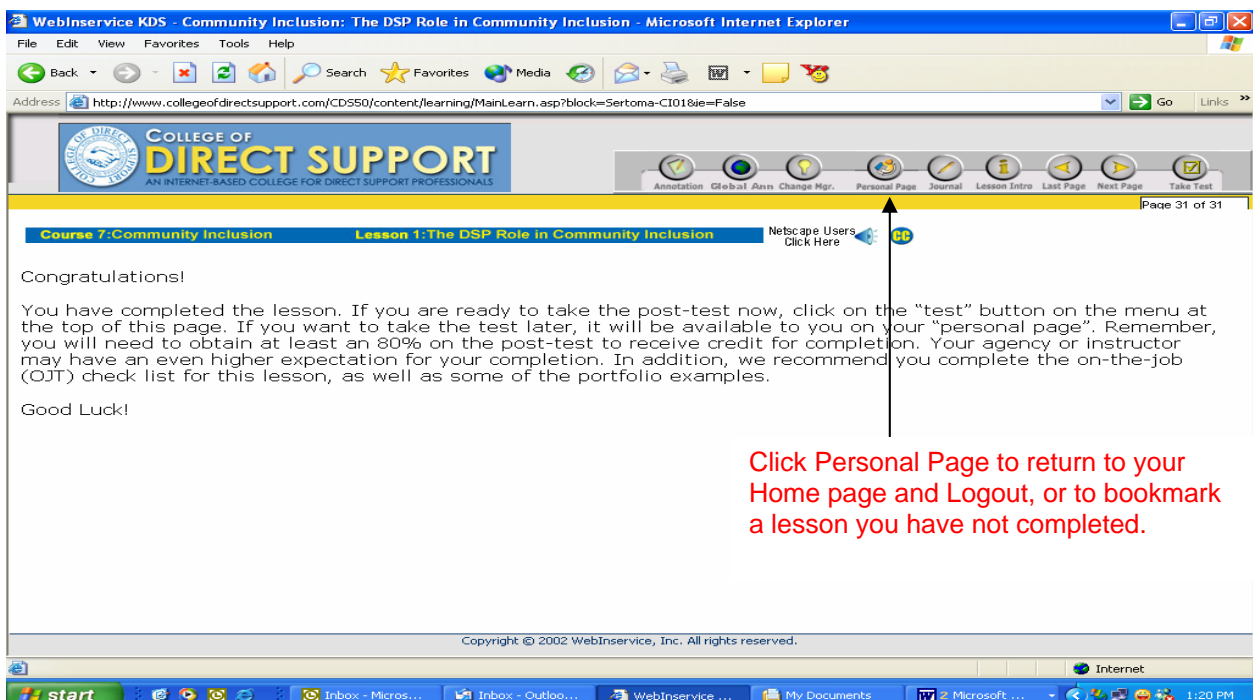
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start Inbox - Micros... Inbox - Outloo... WebInservice ... My Documents Microsoft ... 1:22 PM

- ✓ When you reach the last screen of a lesson a message will appear indicating that you have completed the lesson. You may elect to take the post test at this point or at a later date.



- ✓ To return to your home page with or without taking the test, click on the Personal Page button. Remember to use the Logout button on your home page to exit the system.



- ✓ Once you have returned to your Home Page you can complete another lesson or exit the system.

Tools

WebInservice KDS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://app20.webinservice.com/KDS50a/content/learning/Reports/LessonCEU_CPE.asp Go Links

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System Administrator - Admin

Home E-learning Classes & Events Surveyor Reports Tools Administration Logout

E-learning

References & Links
Personal Journal
View Profile
Change Password

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Show Hours for: All Providers

Lesson	Hours
Introduction to Developmental Disabilities: A Brief History of Developmental Disability	CDS
Introduction to Developmental Disabilities: Introduction	CDS
Maltreatment of Vulnerable Adults and Children: Introduction	CDS

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start | Internet | 4:47 PM